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NOTICE NO.
LN 42-120-4

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CORRESPONDENCE
3 January 1956

SUBJECT: Papers Requiring Approval Submitted to
the DCI, the DDCI, and the DD/S

25X1A REFERENCES: (a) [REDACTED] Chapter 1, Section E, and Chapter V,
"Correspondence Handbook"

25X1A (b) [REDACTED] Staff Studies

(c) Memorandum from the Executive Assistant to the
Director, dated 23 December 1955

RESCISSION: LN 42-120-3, dated 27 October 1955

1. Supplementing references (a) and (b), and in compliance with reference (c), all action papers submitted to the Director of Central Intelligence, the Deputy Director of Central Intelligence and the Deputy Director (Support), which require signature denoting approval, will contain in the final paragraph a recommendation which clearly briefs the action recommended.

2. Such papers will be prepared in format as prescribed in references (a) and (b) (see example on page 18 of reference (a)), except that the "approval" line will appear as follows:

The recommendation(s) in paragraph
_____ is(are) Approved:

Date

L. K. WHITE
Deputy Director
(Support)

3. Page 18 of the Correspondence Handbook and all other references to "Distribution" convey the impression that the distribution on papers requiring concurrences or approval by higher authority should be shown as though made from the signing official's office. This Office has been requested to indicate final distribution (See Exhibit 1) on all such

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papers, i.e. distribution as made from the final approving official's office. Such final distribution may be shown on the original and all copies. (This applies only to papers requiring approval.) All prepared copies (except green suspense copies) will be forwarded to the final signing office.

4. Exhibit 1, attached, shows an example of both "Approval" line and "Distribution" as required. This Exhibit is an example of the "action" office being other than the originating office (Office of Logistics) and in such cases the approved original is distributed to the "action" office and a conformed copy is returned to the originating office. Another example would be papers requesting approval regarding transfer or appropriation of funds (action--Comptroller's Office). When the Office of Logistics will be the action Office, the original is indicated as distributed to the Office of Logistics.

FOR THE DIRECTOR OF LOGISTICS:

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Chief, Administrative Staff

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Attachment:
Exhibit 1

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